



REQUEST FOR VACO ID BADGE

RETURN TO: Security Officer (07C), Room C-1, VACO

DATE

NAME OF APPLICANT (Print last name, first name, middle initial)

IF VA EMPLOYEE, NAME OF ORGANIZATION AND MAIL ROUTING SYMBOL

DATE OF BIRTH(Month, day, year)

OTHER IDENTIFIER

TYPE OF REQUEST (Check only one)

☐ NEW ID☐ RENEWAL☐ REPLACEMENT ID (Damaged/Lost)☐ RETIRED☐ CARD READER/ACCESS UPGRADE

EMPLOYMENT STATUS

☐ PERMANENT VA EMPLOYEE☐ TEMPORARY OR STAY IN SCHOOL☐ CONTRACTOR☐ CONSULTANT☐ OTHER
(Specify)

NAME OF FIRM OR COMPANY IF CONTRACTOR OR CONSULTANT

NAME OF RESPONSIBLE VA OFFICE AND MAIL ROUTING SYMBOL

EXPIRATION DATE OF CONSULTANT/CONTRACTOR

NOTE: Requests to replace a damaged badge **do not** require a supervisor's signature.
Requests to replace a lost badge **must** be accompanied by a memorandum with a supervisor's signature
Applicants for building access for six months or less will be issued temporary passes.

SIGNATURE OF EMPLOYEE

DATE

SIGNATURE OF SUPERVISOR

DATE

NOTE: Your VACO access card number and/or your KASTLE card number has been recorded with the Office of Security and Law Enforcement (OS&LE). A computer records each time your card is used to gain entry into any area controlled by a card reader. For this reason and for your protection, your access card should not be loaned or transferred to anyone else, for any reason. Immediately report any lost or stolen VACO ID or access cards to Security.

In the event you leave VA, or transfer out of Central Office, please return your VACO ID Badge and Access Card to OS&LE (07C). Returning your VACO ID Badge and Access Card is part of your exit process. Please sign your name and record today's date in the space below. If you have any questions regarding this or any other security procedures, please call 202-273-5555.

FOR SECURITY OFFICE USE ONLY

VACO ACCESS CARD ISSUED

☐ YES☐ NO

NEW VACO ACCESS CARD NUMBER

OLD VACO ACCESS CARD NUMBER

KASTLE CARD ISSUED

☐ YES☐ NO

NEW KASTLE CARD NUMBER

OLD KASTLE CARD NUMBER

ID BADGE COLOR

☐ RED☐ YELLOW☐ BLUE☐ GREEN

RESERVED